APPENDIX A. INSTRUCTIONS FOR RECORDING DIN-PACS MEDICAL SYSTEMS ON ACTIVITY PROPERTY BOOKS FOR SITES USING DMLSS

DMLSS users will adhere to the following procedures to establish DIN-PACS as a system on the property book.

A-1. Establish a due in for the item in accordance with DMLSS procedures.

A-2. Receive the system in accordance with DMLSS and local procedures. Identify this as a system item (System ECN). This is an actual item and should be the major item of the system. For DIN-PACS, this item will be one of the main servers as identified by the APPMO, telephone 301-619-3322.

A-3. Gain the other components of the system using the DMLSS ETM Gain module with the reason "Component Gain" with the actual price of the component. Ensure the components are associated with the system ECN. The device nomenclatures for the components are listed in Table A-1.

Table A-1. DEVICE NOMENCLATURES

Nomenclature	Guideline (if any)
Diagnostic Work Station (4 monitor)	Account for using the CPU serial number
Diagnostic Work Station (2 monitor)	Account for using the CPU serial number
Diagnostic Work Station (1 monitor)	Account for using the CPU serial number
Review Workstation (2 monitor)	Account for using the CPU serial number
Review Workstation (1 monitor)	Account for using the CPU serial number
Color Review Workstation (2 monitor)	Account for using the CPU serial number
Color Review Workstation (1 monitor)	Account for using the CPU serial number
Quality Control Workstation (2 monitor)	Account for using the CPU serial number
Quality Control Workstation (1 monitor)	Account for using the CPU serial number
PACS Broker	None
RIS Terminal	None
Network Printer	None
Web Server	None
Teleradiology Gateway	None
Domain Controller	None
Archive	None
Archive Server	None
Database Server	None
Telemaintenance Server	None
PACS to PACS Proxy Server	None
Digitizer	None
DICOM IT (at sites that capture ultrasound images)	None

A-4. Return to the system record and select the Acquisition Cost icon and adjust the purchase price to reflect the cost of the major item recorded there. Refer to paragraph 2 above.

A-5. Select the System ECN record in the Equipment Search screen. Selecting the Print icon and then the Detail button generates a report for the ECN. This report lists the system and components for the selected system record and displays the Total System Acquisition Cost. The Systems and Components report, in the Standard Inquiry portion of the Reports module, also shows this information. The Components tab of the System ECN tab will show the total system acquisition cost.

A-6. Ensure components requiring medical maintenance services have a Maintenance Requirement Indicator of "Yes" and appropriate services are scheduled.

A-7. If the DIN-PACS system is already on the property book, the following is required:

a. Ensure the system ECN is the major item of the system. For DIN-PACS, this item will be one of the main servers as identified by the APPMO. If necessary, change the Equipment Type of the identified major end item by opening the appropriate equipment record and selecting "System" in the Equipment Type drop down window found on the main tab.

b. Ensure the total system acquisition cost, including all PACS components, is reflected on the system ECN. To accomplish this, simply open the equipment record for the system ECN and select the Acquisition Cost vertical tool bar button.

c. Ensure all component equipment records have an Equipment Type of "Component," the appropriate System ECN and an acquisition cost of $0.00. In addition, ensure components requiring medical maintenance services have a Maintenance Requirement Indicator of "Yes" and appropriate services scheduled.